



Interpreter Frequently Asked Questions

What has changed and why are you recruiting interpreters?

This 2024 legislative session, the [Office of Administrative Hearings](#) (OAH) was [granted authority](#) to contract directly with interpreters who are on the Minnesota Supreme Court's Court Interpreter Roster. This means OAH can contract with interpreters directly rather than go through a broker service. We believe this will make the hiring process more efficient and provide interpreters who currently work through a broker with greater earnings.

What is OAH?

OAH is Minnesota's administrative court. OAH is the largest of three Minnesota Executive Branch courts, with over 60 employees located in St. Paul and Duluth serving the entire state of Minnesota. OAH is separate from all other state agencies and the Minnesota Judicial Branch. OAH judges hear cases regarding disputed claims for Workers' Compensation benefits and challenges to state and local government action.

When does this new interpreting opportunity begin?

This opportunity begins **July 1, 2024**. However, we are contracting with interpreters now, so that we can begin using our newly-contracted interpreters on July.

How do I sign up?

If you have not done so already, please begin the process of registering to work with us by completing the following:

1. Review the [contract](#).
2. If you do not already have one, [register online for a vendor ID number](#) from the Minnesota Department of Administration (select "Register as Supplier or Payee"). You might also know this number as your Minnesota Judicial Branch / IRMA Vendor ID number.
3. Complete OAH's [online registration form](#).

Why contract with us?

- OAH pays the same hourly rates as the Minnesota Judicial Branch. OAH will match any Judicial Branch rate increases.

- If you currently work through a broker, you may earn higher overall earnings as a direct contractor.
- OAH reimburses for parking and reasonable mileage.
- Be part of an energetic, responsive, and respected service provider of court services.

Does OAH only hire certified interpreters?

Like the Minnesota Judicial Branch, OAH hires interpreters who are either (1) Minnesota Court Rostered or (2) Minnesota Court Certified.

Do you offer remote (video) interpreting opportunities?

Most of our interpreters are asked to appear in-person. We occasionally have remote opportunities.

How long does the average interpreting assignment last?

Our proceedings are typically three hours or six hours long. We hire two interpreters for any proceeding over two hours.

How does invoicing work with OAH?

OAH requires interpreters to provide an itemized invoice for the services actually performed. Invoices for services rendered in one calendar month shall be submitted by the fifth day of the next calendar month, or the first working day thereafter. Invoices can be emailed to oah.courtpersonnel@state.mn.us.

Does the OAH have a minimum payment amount?

For any assignment that is two hours or less, the interpreter shall be paid for two hours minimum.

What is OAH's interpreter cancellation policy?

We mirror the Minnesota Judicial Branch cancellation policies for both Assignments of one day or less, as well as multi-day assignments. [Review the contract](#) for more details.

Can I take cases from both OAH and the Minnesota Judicial Branch?

Yes. OAH and the Minnesota Judicial Branch are separate entities that share a common goal of providing quality interpreting services to the public.